

COLLECT • PRESERVE • PRESENT

BOARD OF DIRECTORS MEETING

President, Steve Gibson		Ed Klosowski	
Vice-President, Mike Corbett		*Bob Matson	
Treasurer, Tom Anderson		*David Pietryla	
Secretary, Pat Pretz		Darlene Riebe	
*Executive Director, Lindsay J	udd	Mary Lynn Swanson	
*Kathy Brens			
Joyce Cregier			
Brian Henry			
Thursday	5:00 PM	April 21, 2022	

- I. Call to Order
- II. Approval of Minutes from March 17, 2022
- III. Presentation and Approval of the February and March 2022 Financial Reports
- IV. New or Unfinished Business
- V. Director's Report
 - A. Presentation of Quarter 1 Status Reports
- VI. Committee Reports presented by Chairperson
 - A. Education Committee
 - **B. Facilities Committee**
 - C. Fundraising Committee
 - **D. Gift Shop Committee**
 - E. Membership/Development Committee
- VII. City of St. Charles Liaison Report

VII. President's Report

VIII. Board Member Roundtable Updates

Do you still color and hide Easter eggs and for whom?

- IX. Communications
- X. Adjournment
- Adjournment until:Thursday, May 19, 2022, at 5 PMat the St. Charles History Museum in theJack and Kathy Brens Exhibit Hall215 E. Main Street, St. Charles, Illinois 60174

Management Report

St. Charles History Museum For the period ended February 28, 2022

Prepared on March 7, 2022

For management use only



St. Charles History Museum Budget vs. Actuals: FY_2022 - FY22 P&L February 2022

	Feb 2022	YTD Total				
	 Actual		Actual		Budget	
REVENUE						
4000 Membership Income		\$	-	\$	14,000	
4010 Baker VIP Memberships	\$ 275	\$	275		,	
4020 Indiv Family Memberships	\$ -	\$	2,400			
4100 Donations		\$	-	\$	8,000	
4150 Donation Box	\$ -	\$	57		,	
Total 4000 Membership Income	\$ 275	\$	2,732	\$	22,000	
4200 Fundraising		\$	-	\$	25,000	
4221 Gala		\$ \$	2,700		99-00-00 P (99-0), P-00-09-0	
4260 Brick Pavers		\$	-	\$	1,000	
Total 4200 Fundraising	\$	\$	2,700	\$	26,000	
4400 Programs	\$ - 10	\$	9999 <u>-</u> 99	\$	3,500	
4500 Research Fees	\$ - 10 C	\$	-	\$	2,000	
4600 Gift Store		\$	-			
4610 Gift Store General Sales	\$ 457	\$	879			
Total 4600 Gift Store	\$ 457	\$	879	\$	12,000	
4700 Grants	\$ a line t	\$		\$	25,000	
4800 STC City Funding	\$ 1111-11	\$	7,500	\$	50,000	
4900 Interest Income	\$ 255 - N	\$	2	\$	100	
Total Revenue	\$ 732	\$	13,813	\$	140,600	

EXPENDITURES		eb 2022	YTD Total				
		Actual		Actual	Budge		
5600 Gift Store Expenses			\$	-			
5610 GS General Purchases	\$	164	\$	136			
5641 Square Fees Total 5600 Gift Store Expenses	\$	104	\$	1	_	6.00	
		164		137		6,00	
5000 Membership Expenses	\$	27	\$	27	\$	1,50	
5200 Fundraising Expenses	~		\$	-			
5201 Licenses City	\$	500	\$	500	_	C 00	
Total 5200 Fundraising Expenses	\$	500	\$	500		6,00	
5400 Program Costs			\$		\$	1,50	
6400 Exhibits	\$	-	\$	-	\$	3,00	
8000 Collection Care	\$	-	\$	-	\$	8,85	
8010 Collection Care Expenses	\$	-	\$	338			
8020 Offsite Collection Storage	\$	450	\$	1,043			
Total 8000 Collection Care	\$	450	\$	1,381	\$	11,85	
6010 Payroll Expenses	\$	6,142	\$	14,821			
6050 Payroll Taxes	\$	470	\$	2,786			
Total 6010 Payroll Expenses	\$	6,611	\$	17,607	\$	84,000	
6100 Building Operations			\$	-			
6110 Electric, Water and Sewer	\$	595	\$	881			
6120 Gas	\$	551	\$	906			
6130 Maintenance	\$	38	\$	76			
6131 Janitorial	\$	-	\$	24			
Total 6100 Building Operations	\$	1,185	\$	1,888	\$	7,000	
6300 Office Expense	\$	50	\$	50			
6320 Office Supplies	\$	337	\$	455			
6321 Printer Service	\$	81	\$	275			
6322 Copies	\$	-	\$	170			
6323 Tech Support	\$	167	\$	747			
6350 Office Expense Misc	\$	-	\$	14			
Total 6300 Office Expense	\$	635	\$	1,711	\$	7,000	
6500 Telephone / Communication	\$	216	\$	417	\$	3,500	
6600 Insurance Expenses	\$	-	\$	205			
6610 Commerical & Wcomp	,		\$	27			
Total Insurance Expenses	44.23		\$	232	\$	6,000	
6800 Postage Expenses	\$	60	\$	60	\$	150	
6900 Dues Expenses	\$	10000	\$	118	\$	500	
7000 Promotion & Advertising Ex	\$	75	\$	150	\$	1,500	
7100 Professional Fees	\$	1.000	\$	795	\$	3,000	
7400 Staff Development	\$	100 m	\$		\$	1,000	
	\$		\$	and the stands	7	2,000	



St. Charles History Museum

Balance Sheet Prev Year Comparison

As of February 28, 2022

	TOTAL	
	AS OF FEB 28, 2022	AS OF FEB 28, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1000 Cash Accounts	2,587.99	639.86
1020 Checking First State Bank	13,948.00	38,514.48
1025 Savings First State Bank	1,270.02	1,267.93
1030 Petty Cash	275.00	275.00
1035 PPP Checking	0.00	15,146.96
Total 1000 Cash Accounts	18,081.01	55,844.23
Total Bank Accounts	\$18,081.01	\$55,844.23
Accounts Receivable		
1100 Accounts Receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
12000 Undeposited Funds	0.00	0.00
Inventory Asset	0.00	
Total Other Current Assets	\$0.00	\$0.00
Total Current Assets	\$18,081.01	\$55,844.23
Fixed Assets		
1400 Fixed Assets		
1420 Computers & Related Equip	7,299.00	7,299.00
1430 Displays	4,383.00	4,383.00
1440 Furniture & Fixtures	8,740.00	8,740.00
1490 Accumulated Depreciation	-16,422.00	-16,422.00
Total 1400 Fixed Assets	4,000.00	4,000.00
Total Fixed Assets	\$4,000.00	\$4,000.00
Other Assets		
1720 Investment Acct - Security	164,935.50	122,389.87
Total Other Assets	\$164,935.50	\$122,389.87
TOTAL ASSETS	\$187,016.51	\$182,234.10



St. Charles History Museum

Balance Sheet Prev Year Comparison

As of February 28, 2022

	ΤΟΤΑ	AL
	AS OF FEB 28, 2022	AS OF FEB 28, 2021 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	182.04	
Total Accounts Payable	\$182.04	\$0.00
Other Current Liabilities		
2020 PPP Loan	0.00	16,750.00
2030 Gas Pump Loan	4,000.00	4,000.00
2100 Payroll Liabilities	0.00	
2110 Federal Withholding	0.00	-720.49
2120 FICA & MC	0.00	-920.42
2160 Illinois WH	0.00	202.00
Total 2100 Payroll Liabilities	0.00	-1,438.91
IL Dept of Revenue - Sales Tax Payable	327.00	91.10
Sales Tax Payable	1.92	
Total IL Dept of Revenue - Sales Tax Payable	328.92	91.10
Total Other Current Liabilities	\$4,328.92	\$19,402.19
Total Current Liabilities	\$4,510.96	\$19,402.19
Total Liabilities	\$4,510.96	\$19,402.19
Equity		
3000 Opening Balance Equity	158,072.15	158,072.15
3200 Unrestricted Net Assets	39,370.35	912.50
Net Revenue	-14,936.95	3,847.26
Total Equity	\$182,505.55	\$162,831.91
TOTAL LIABILITIES AND EQUITY	\$187,016.51	\$182,234.10

Month End Board Financial Report

For the period ended March 31, 2022

Prepared by Tom Anderson, Treasurer

Prepared on April 3, 2022

For management use only



St. Charles History Museum Budget vs. Actuals: FY_2022 - FY22 P&L Mar-22

		Mar-22				Total		
		Actual		Actual		Budget		
REVENUE								
4000 Membership Income			\$	-	\$	14,000		
4010 Baker VIP Memberships	\$	700	\$	1,750				
4020 Indiv Family Memberships	\$	50	\$	150				
4030 SS Jones + Memberships	\$	1,700	\$	4,775				
4100 Donations	\$ \$ \$ \$ \$ \$ \$	500	\$	500	\$	8,000		
4130 Gift Donations	\$	500	\$	500				
4150 Donation Box	\$	57	\$	57				
4160 Memorial Gifts	\$	50	\$	50				
4170 Organ. Mtg Donations	\$	50	\$	50				
4199 Donations Other	\$	-		•				
Total 4000 Membership Income	\$	3,607	\$	7,832	\$	22,000		
4200 Fundraising	\$	-	\$	75	\$	25,000		
4221 Gala	\$	- 10	\$	2,800				
4222 Event Reservations	\$	94	\$	94				
4224 Event Donations	\$	52	\$	52				
4260 Brick Pavers	\$	-	\$	-	\$	1,000		
Total 4200 Fundraising	\$	-	\$	3,021	\$	26,000		
4400 Programs	\$	34	\$	44	\$	3,500		
4492 Museum Admissions	\$	46	\$	46	-			
	\$	79	\$	89				
4500 Research Fees	Ş		Ş	19429292	Ş	2,000		
4600 Gift Store			\$	_				
4610 Gift Store General Sales	\$	539	\$	1,724				
Total 4600 Gift Store	\$	539	\$	1,724	\$	12,000		
4700 Grants	\$		\$	100.000	\$	25,000		
4800 STC City Funding	\$	7,500	\$	15,000	\$	50,000		
4900 Interest Income	\$		\$	2	\$	100		
Total Revenue	\$	11,679	\$	27,623	\$	140,600		

EXPENDITURES		Mar-22		YTD	IOT			
		Actual		Actual		Budget		
5600 Gift Store Expenses	\$	(12)		124				
5610 GS General Purchases 5630 Credit Card Fees	\$ \$	(13)	\$ \$	124 (13)				
5640 Shipping	\$	57	\$	57				
5641 Square Fees	\$	15	\$	16				
Total 5600 Gift Store Expenses	\$	47	\$	184	\$	6,000		
5000 Membership Expenses	\$	27	\$	27	\$	1,500		
5200 Fundraising Expenses			\$	-				
5201 Licenses City	\$	500	\$	500				
5210 Gala Expenses	\$	1,000	\$	1,000				
Total 5200 Fundraising Expenses	\$	500	\$	1,500	\$	6,000		
5400 Program Costs	\$	45	\$	45	\$	1,500		
6400 Exhibits	\$	_	\$	_	Ś	3,000		
8000 Collection Care	\$	_	\$	_	\$	8,850		
8010 Collection Care Expenses	\$	-	\$	338	Ŧ	-,		
8020 Offsite Collection Storage	\$	616	\$	1,404				
Total 8000 Collection Care	\$	616	\$	1,742	\$	11,850		
6010 Payroll Expenses	\$	6,142	\$	20,962				
6050 Payroll Taxes	\$	470	\$	3,256				
Total 6010 Payroll Expenses	\$	6,611	\$		\$	84,000		
6100 Building Operations	\$	13,166	\$	13,166				
6110 Electric, Water and Sewer	\$	423	\$	1,595				
6120 Gas	\$	203	\$	1,109				
6130 Maintenance	\$	38	\$	114				
6131 Janitorial	\$	34	\$	58				
Total 6100 Building Operations	\$	13,863	\$	16,042	\$	7,000		
6300 Office Expense	\$	=	\$	50				
6320 Office Supplies	\$	280	\$	735				
6321 Printer Service	\$	-	\$	263				
6322 Copies	\$	170	\$	712				
6323 Tech Support	\$	120	\$	918				
6350 Office Expense Misc	\$	157	\$	171	_	= 000		
Total 6300 Office Expense	\$	727	\$	2,849	\$	7,000		
6500 Telephone / Communication	\$	248	\$	795	\$	3,500		
6600 Insurance Expenses 6610 Commerical & Wcomp	\$	-	\$ \$	205 27				
Total Insurance Expenses		7	ې \$	27	\$	6,000		
6800 Postage Expenses	\$	66	\$	126		150		
		35		120		500		
6900 Dues Expenses	\$		Ş	348	ې \$			
7000 Promotion & Advertising Ex	\$	198	\$			1,500		
7100 Professional Fees	\$	-	\$	795	\$	3,000		
7400 Staff Development	\$	- 22,957	\$ \$	49,023	\$ \$	<u>1,000</u> 140,500		
Total Expenditures	\$							



St. Charles History Museum

Balance Sheet_Statement of Financial Position Comparison

As of March 31, 2022

COLLECT . PRESERVE . PRESENT

	TOTAL	
urrent Assets ank Accounts 000 Cash Accounts 1020 Checking First State Bank 1025 Savings First State Bank 1030 Petty Cash 1030 Petty Cash 1035 PPP Checking Total 1000 Cash Accounts Total Bank Accounts Total Bank Accounts Total Bank Accounts Total Accounts Receivable 100 Accounts Receivable 100 Accounts Receivable ther Current Assets 2000 Undeposited Funds inventory Asset Total Other Current Assets tal Current Assets ed Assets 00 Fixed Assets 420 Computers & Related Equip 430 Displays 440 Furniture & Fixtures 490 Accumulated Depreciation tal 1400 Fixed Assets tal Fixed Assets	AS OF MAR 31, 2022	AS OF MAR 31, 2021 (P)
ASSETS		
Current Assets		
Bank Accounts	3	
1000 Cash Accounts	9,920.86	3,825.9
-	8,087.82	40,346.5
	1,270.02	1,268.5
	275.00	275.0
	0.00	11,870.8
Total 1000 Cash Accounts	19,553.70	57,586.8
Total Bank Accounts	\$19,553.70	\$57,586.8
Accounts Receivable		
1100 Accounts Receivable	0.00	0.0
Total Accounts Receivable	\$0.00	\$0.0
Other Current Assets		
12000 Undeposited Funds	100.72	0.0
Inventory Asset	0.00	
Total Other Current Assets	\$100.72	\$0.0
Total Current Assets	\$19,654.42	\$57,586.8
Fixed Assets		
1400 Fixed Assets		
1420 Computers & Related Equip	7,299.00	7,299.0
1430 Displays	4,383.00	4,383.0
1440 Furniture & Fixtures	8,740.00	8,740.0
1490 Accumulated Depreciation	-16,422.00	-16,422.0
Total 1400 Fixed Assets	4,000.00	4,000.0
Total Fixed Assets	\$4,000.00	\$4,000.0
Other Assets		
1720 Investment Acct - Security	164,935.50	132,995.00
Total Other Assets	\$164,935.50	\$132,995.00
TOTAL ASSETS	\$188,589.92	\$194,581.93



COLLECT . PRESERVE . PRESENT

St. Charles History Museum

Balance Sheet_Statement of Financial Position Comparison

As of March 31, 2022

	TOTA	AL
	AS OF MAR 31, 2022	AS OF MAR 31, 2021 (P)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	908.64	
Total Accounts Payable	\$908.64	\$0.0
Other Current Liabilities		
2020 PPP Loan	0.00	16,750.0
2030 Gas Pump Loan	4,000.00	4,000.00
2100 Payroll Liabilities	0.00	
2110 Federal Withholding	0.00	-720.4
2120 FICA & MC	0.00	-920.4
2160 Illinois WH	0.00	202.0
Total 2100 Payroll Liabilities	0.00	-1,438.9
IL Dept of Revenue - Sales Tax Payable	327.00	170.38
Sales Tax Payable	37.88	
Total IL Dept of Revenue - Sales Tax Payable	364.88	170.38
Total Other Current Liabilities	\$4,364.88	\$19,481.47
Total Current Liabilities	\$5,273.52	\$19,481.47
Total Liabilities	\$5,273.52	\$19,481.47
Equity		
3000 Opening Balance Equity	158,072.15	158,072.15
3200 Unrestricted Net Assets	49,158.87	912.50
Net Revenue	-23,914.62	16,115.81
Total Equity	\$183,316.40	\$175,100.46
TOTAL LIABILITIES AND EQUITY	\$188,589.92	\$194,581.93

St. CHARLES HISTORY MUSEUM THE CURIOUS FOX GIFT SHOP

	Gift Shop Sales												
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YT
2020	\$466	\$1,538	\$442	\$352	\$276	\$1,260	\$1,123	\$1,635	\$776	\$1,272	\$811	\$2,776	\$12,733
2021	\$316	\$511	\$1,095	\$787	\$1,337	\$1,568	\$1,574	\$1,691	\$1,161	\$1,094	\$561	\$2,306	\$15,157
2022	\$166	\$828	\$446	\$709									\$2,470

I. First Quarter Review

- A. Gift Shop Sales: \$2,470
- B. Visitor Count: 258 (about 100 were from St. Patrick's Day Parade was not able to count every person)
- C. Volunteer Hours: 138.5

II. Gift Shop Training – Board Members

A. There are times when the Museum needs some additional staffing/volunteers to help run the gift shop and help customers. We are considering having the Museum open on select Sundays this summer, and that will require some volunteer help. I think it would be a great idea to get every board member "Gift Shop Certified." This would include knowing the product we carry and where we store extras; ringing up people on the cash register; knowing how to open and close the Museum. I can also train on locking up and setting the alarm, but let's just start with gift shop training first. To make this as easy as possible, please contact me individually and schedule a time to get trained. I will be scheduling a regular open-to-the-public volunteer training day in May, but for now I'd like to handle board member training on an individual basis so I can spend more time with each person to make sure everyone knows what to do. We can start this at any time, so just let me know when you would like to get trained.

III. Programs

A. Adopt an Artifact

1. The Adopt an Artifact program is going really well. So far we have five artifacts that have been adopted, including: Civil War Drum, Col. Baker's Cane, Riverboat wheel, Municipal Light, and the East vs. North Football. I now have it up on our website, listing what artifacts are available and which ones have been adopted. Adoptions last up to one year. I wasn't sure how this program was going to pan out at first, but I am so happy to see that it's doing exactly what I intended. We have three artifacts adopted by kids! The beauty of this program is that we can continuously add artifacts, keeping it fresh. Very excited that we have it up and running.

B. Seeds for Victory program

1. Saturday, April 30th we are inviting kids to come to the Museum and help us plant our garden using seeds from the SCPL Seed Library. Kids will also get to plant their own seeds in little pots, and take home a plant journal to record the process. We are considering planning a follow up program in August when most plants are matured so kids can share their findings. The idea is top teach kids the Victory Garden history in St. Charles, which there is quite a lot of, and also introducing them to gardening and why it's important. Volunteers Needed: If you would like to volunteer and help out



for this program, please let me know!

IV. Community Outreach

A. St. Charles Kiwanis

- **1.** Golden K I had the pleasure of speaking with Golden Kiwanis on Thursday, April 7th. I talked about the Museum and all the fun and exciting things coming up at the Museum.
- 2. St. Charles Kiwanis We hosted the St. Charles Kiwanis to the Museum to celebrate their 75th Anniversary on Sat. April 9. It turned out to be such a great event. The Kiwanians decorated the front display windows and set up a display case in the Exhibit of all things Kiwanian. We offered Kiwanians our VIP Baker Member Level for \$75 instead of \$100 for the month of April. So far we have had about 4 Kiwanians sign up at the Baker level which is great. These memberships will renew at the full \$100.
- **3.** St. Charles Kiwanis Grant Presentation I will be talking to the St. Charles Kiwanis on Tuesday, April 26th about what we are doing with the grant money they awarded us.

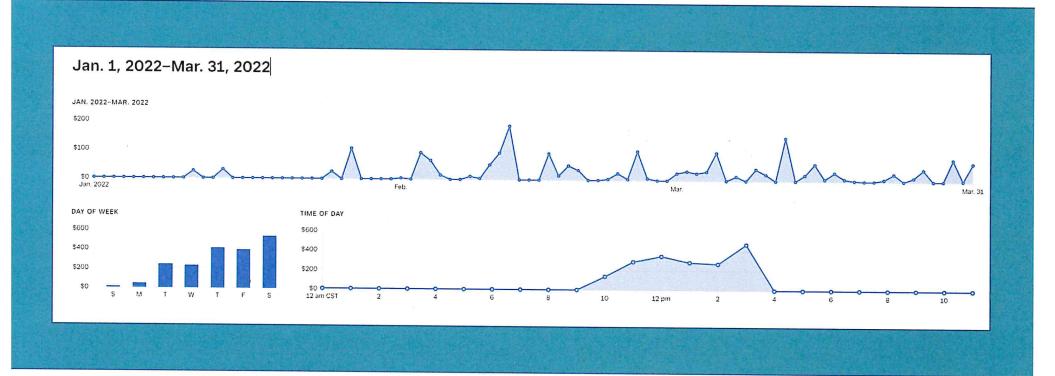
V. School Programs

- **A.** I spoke to the Wild Rose 2nd Graders on Thursday, April 14th. I did my presentation on the history of St. Charles schools. The kids and teachers absolutely loved the program.
- **B.** I am scheduled to do a presentation at Lincoln School as well as Davis School later this month. These programs will be just on St. Charles general history.

UPCOMING EVENTS & DATES TO REMEMBER

- Wednesday, April 27th: Museum Night at Club Arcada @ 6PM
- Saturday, April 30th: Victory Garden Program @ 10AM
- Saturday, May 14th: Leslie Goddard as *Clara Barton, Civil War Battlefield Nurse* program @ 10AM

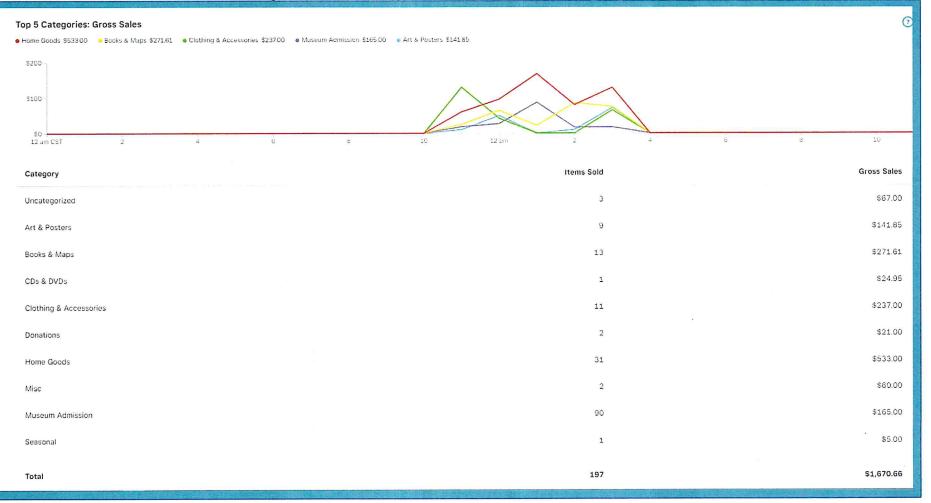
Q1 Curious Fox Sales By Month /Day of the Week /Time of Day



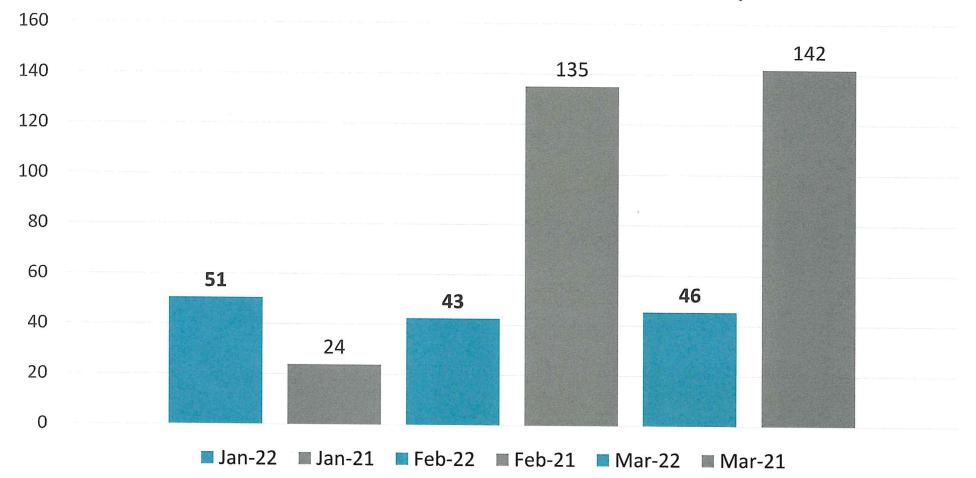


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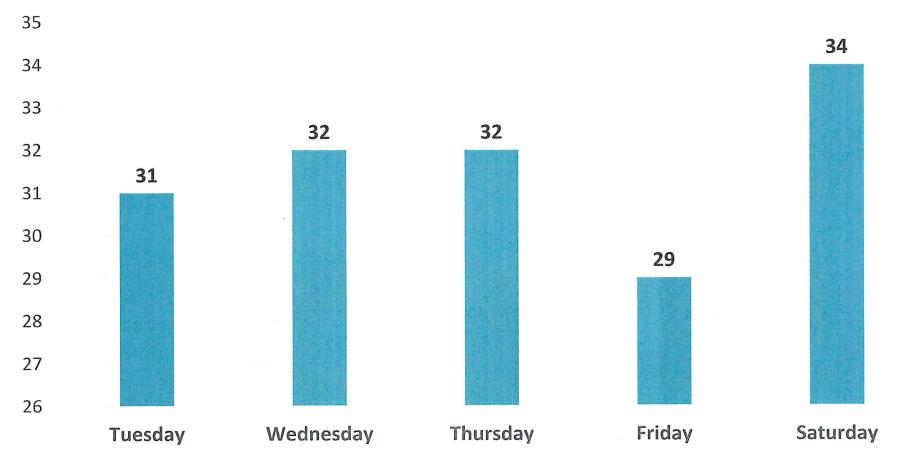
Q1 Curious Fox Sales By Item Categories/Time of Day



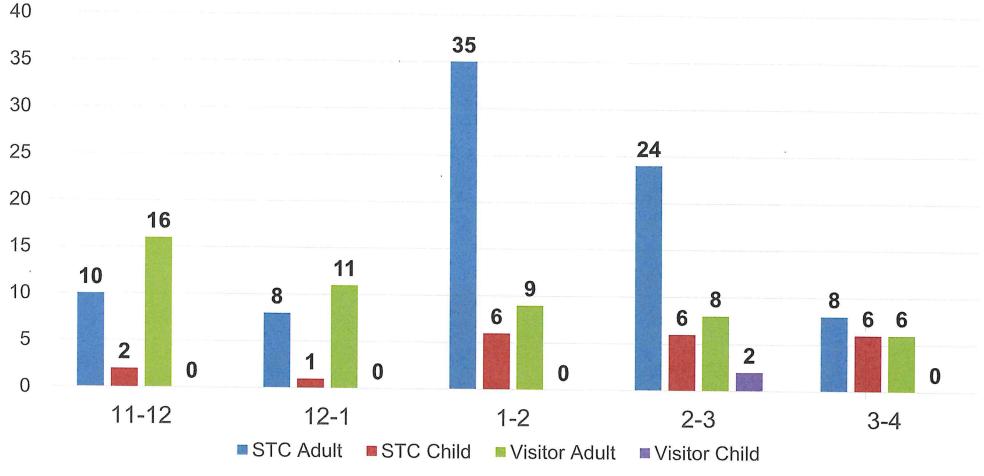
Volunteer Hours 2022 Q1 vs 2021 Q1



Museum Attendance 2022 Q1



Q1 2022 Musuem Attendance



Total Attendance 158

Volunteer Hours 2022 Q1

